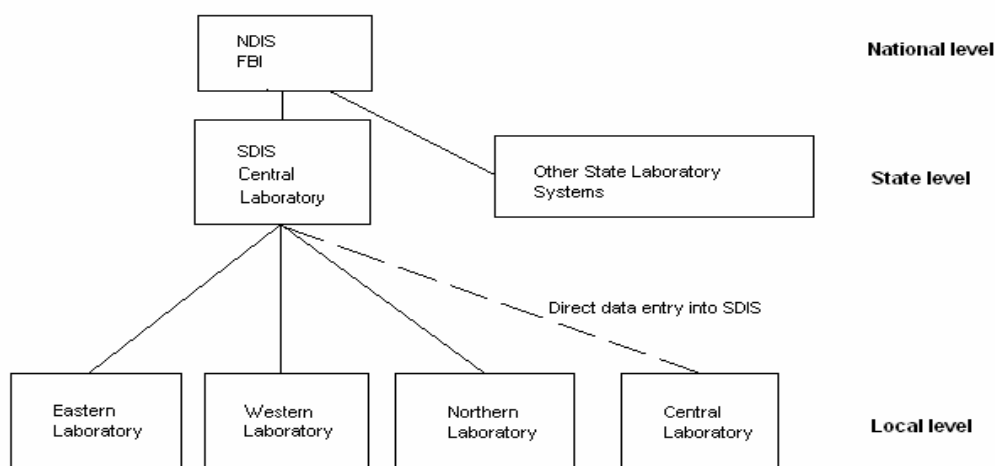


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## **1 OVERVIEW OF THE VIRGINIA COMBINED DNA INDEX SYSTEM**

1.1 The Combined DNA Index System (CODIS) is a computerized program designed to house DNA profiles from convicted offenders, arrestees, decedents, and forensic cases in various searchable indexes or databases.

1.1.1 DNA profiles obtained from the evidence in forensic non-subject cases can be searched against the various indexes within CODIS to provide possible leads to the investigators of such cases.



### **The Levels and Composition of the CODIS System in Virginia**

1.1.2 CODIS is made up of indexes at three distinct levels: Local, State, and National.

1.1.2.1 The CODIS software is located in the Central Laboratory and in each of the three regional laboratories (Northern, Eastern, and Western Laboratories).

1.1.2.1.1 The current version of CODIS allows for data to be entered directly into an index, where the profile becomes immediately available at that laboratory for search purposes. This allows for data from the Central Laboratory to be searchable at the State DNA Index System (SDIS) immediately upon entry. Data from a regional laboratory is searchable immediately at that laboratory upon entry.

1.1.2.2 The State DNA Index System (SDIS) is located in the Central Laboratory. DNA profiles from the Central Laboratory are entered directly into SDIS, while the profiles from the three regional laboratories are uploaded electronically via the CJIS-WAN network into SDIS. The profiles from non-subject cases are searched at the SDIS

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<p>level against the Offender Index, Arrestee Index, Decedent Index, Forensic Index, Unidentified Human Remains Index, and Missing Persons Index.</p> <p>1.1.2.2.1 The Offender and Arrestee Indexes contain profiles from individuals as defined by the Code of Virginia.</p> <p>1.1.2.2.2 The Forensic Index contains profiles from crime scene evidence deemed appropriate for entry into CODIS, as further defined in this manual.</p> <p>1.1.2.2.3 The Decedent Index contains profiles from decedent victims.</p> <p>1.1.2.2.4 The Unidentified Human Remains Index contains profiles from living persons of unknown identity (e.g., children and others who can't or refuse to identify themselves) and profiles from recovered dead persons (including their body parts and tissues) whose identities are not known.</p> <p>1.1.2.2.5 The Missing Persons Index contains profiles from known samples of missing persons and profiles obtained by examining intimate items purported to belong to a reported missing person, such as a toothbrush.</p> <p>1.1.2.3 The National DNA Index System (NDIS) is a centralized index of DNA profiles administered by the FBI. DNA profiles that are allowed by NDIS are contributed to NDIS by participating State CODIS laboratories. The profiles from all forensic cases nationally are searched at this level against the Arrestee Index, Offender Index and against all other profiles in the Forensic Index. NDIS requires an arrestee or convicted offender profile to contain results from all 13 CODIS core loci (CSF1PO, TPOX, TH01, vWA, D16S539, D7S820, D13S317, D5S818, D3S1358, D8S1179, D18S51, D21S11, and FGA), and a forensic case profile to contain results from at least 10 of the 13 core loci.</p> <p>1.1.3 Forensic DNA analysis results are generated by examiners in the Forensic Biology Section at each laboratory using the STaRCall computer program. Forensic DNA analysis results may also be generated by contract laboratories. The specimens entered into CODIS are verified through the peer review process to confirm that the data is accurate and appropriate for entry into CODIS. DNA profiles that meet NDIS criteria as well as criteria specified in this document are subsequently uploaded to NDIS. Refer to Appendix A for a diagrammatic representation of the flow of CODIS data.</p> <p>1.1.4 Convicted offender and arrestee profiles, generated by DNA Data Bank analysts in the Central Laboratory and/or by a designated contractor, using the STaRCall computer program, are entered directly into SDIS after the data has been peer reviewed. DNA profiles that meet NDIS criteria are subsequently uploaded to NDIS.</p> <p>1.1.5 A profile from a forensic case that is analyzed in a regional laboratory is searched against the Decedent Index, the Forensic Index, the Unidentified Human Remains Index, and the Missing Persons Index of that laboratory as well as the Indexes in SDIS in the Central Laboratory. A profile from a forensic case that is analyzed in the Central Laboratory is searched against the Indexes in SDIS only.</p>	

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<div> <div>1.1.6</div> <div> <p>All specimens are currently analyzed by the Division at the PowerPlex® 16 BIO System, which includes not only the CODIS 13 core loci, but also the genetic loci Penta E, Penta D, and Amelogenin. Pre-existing DNA Short Tandem Repeat (STR) results at the PowerPlex™ 1.1 and PowerPlex™ 2.1 System loci from Convicted Offender specimens and Forensic specimens are also present in CODIS. Results from the two systems together fulfill the CODIS 13 core loci requirement.</p> </div> </div> <div> <div>1.2</div> <div> <p>The CODIS software is designed by and provided to the Virginia Division of Forensic Science by the Federal Bureau of Investigation (FBI).</p> <div> <div>1.2.1</div> <div> <p>Upgrades and modifications to the software are periodically provided to the Division by the FBI through the FBI's contractor.</p> </div> </div> </div> </div> <div> <div>1.3</div> <div> <p>The use of the CODIS system in Virginia is in accordance with the most current version of the CODIS User Guide, CODIS Training Reference Manuals, CODIS Installation support documents, and CODIS Technical Notes provided to the Division by the FBI and the FBI's contractor.</p> </div> </div> <div> <div>1.4</div> <div> <p>In accordance with the CODIS License Agreement between the Division and the FBI, the Division is strictly prohibited from copying or distributing the CODIS software and associated written material to individuals or organizations outside of the Division.</p> </div> </div> <div> <div>1.5</div> <div> <p>CODIS is a dynamic system, and therefore undergoes frequent major and minor software upgrades, which may cause the actual operation of the software to not exactly reflect the policies and procedures in this document. Modifications to this manual will be made to accommodate the changes as necessary.</p> </div> </div> <div> <div></div> <div> <p align="right"><b>◆END</b></p> </div> </div>	